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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300330043-4

7 Dec 54

**MEMORANDUM FOR: Deputy Director (Administration)**

**SUBJECT: Proposed Regulation No. [ ] Records Management**

25X1

1. The proposed regulation is submitted for your consideration and approval. It replaces Agency Regulation No. [ ]

25X1

2. It is necessary to revise the Records Management Regulation to reflect the reorganization which made the Management Staff responsible for the records management function and to restate the policies, objectives and scope of the records management program.

[ ]  
Chief, Management Staff

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**Attachment**

**Proposed Regulation No. [ ]**

25X1

MS/RMD/LGC:ew (7 Dec '54)

**Distribution:**

Orig. & 2 - Addressee  
1 - Reg. Cont. Staff. ✓  
2 - Mgt. Staff

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REGULATION  
NO.

RECORDS  
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## RECORDS MANAGEMENT

Recession: CIA Regulation No.

25X1

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#### 1. GENERAL

This Regulation provides policies and assigns responsibilities for administering the Agency Records Management Program. Its requirements are in agreement with the Federal Records Act of 1950 (Public Law 754, 81st Congress) and other applicable statutes and regulations.

#### 2. OBJECTIVE

Records Management is controlling and improving records from their creation or receipt to their disposition, with resultant economies in manpower, supplies, equipment, space, time and money.

#### 3. POLICY

The Agency Records Management Program shall be administered on a decentralized basis through area programs governed by the following policies:

- a. Uniform systems shall be developed and installed to ensure a high standard of documentation by the most efficient and economical means, and to prevent the creation of nonessential records. The techniques to be applied in this area include controlling and improving correspondence, reports, and forms.
- b. Provision shall be made for the efficient and economical maintenance and servicing of current records through continuing analysis and improvement of mail handling and routing procedures, record classification and indexing systems, and filing equipment and supplies.
- c. Vital materials shall be identified and removed to the Agency repository.
- d. Microfilming projects shall be reviewed to ensure validity of purpose and maximum equipment utilization.

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- e. A Records Center shall be maintained for the storing, processing, and servicing of Agency records, including Top Secret, which are no longer used or are infrequently needed in the conduct of current business. The Center will also serve as an archival facility.
- f. Records of permanent value shall be identified and preserved. Nonpermanent records shall be scheduled for removal from office space and filing equipment to economical Records Center storage. Records of temporary value shall be identified and scheduled for legal destruction according to their retention values.
- g. No record shall be destroyed or removed from Agency custody except as provided for by an Agency records control schedule and/or records disposal authority obtained from Congress upon recommendation of the Archivist of the United States.
- h. RESPONSIBILITIES
- a. The Chief, Management Staff, shall:
- (1) Direct and coordinate the Agency Records Management Program by providing all basic plans, policies and procedures.
  - (2) Provide material and personal guidance for on-the-job training of program participants, or collaborate with the Director of Training on courses in the methods and techniques of records management.
  - (3) Review and approve:
    - (a) Requests for microfilm equipment, supplies and services.
    - (b) Requests for nonstandard filing equipment and supplies.
    - (c) Requests for nonstandard stenographic and typing equipment and supplies.
    - (d) Agency records control schedules.
  - (4) Provide forms analysis and design services including the approval of new or revised forms and requests for reprints.
  - (5) Serve as the Agency Records Officer and Archivist.

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- (6) Operate the Agency Records Center.
  - (7) Maintain Agency liaison with the National Archives and Records Service, General Services Administration, and other Federal and private organizations, on all records management matters. Obtain Congressional authorizations for the retention and disposal of records.
  - (8) Conduct surveys of area programs to promote their effectiveness.
- b. The Deputy Directors (Plans), (Intelligence), and (Administration), the Director of Training, the Assistant Director for Communications, and the Assistant Director for Personnel shall establish and maintain area programs to meet the requirements of this Regulation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Administration)

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